



## **ROCKY MOUNTAIN REGIONAL CASU (RMRC) INTERAGENCY AGREEMENT (IA)**

IA Agreement Number (this number will be assigned by RMRC)

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**BETWEEN**

**ROCKY MOUNTAIN REGIONAL COOPERATIVE ADMINISTRATIVE SUPPORT UNIT  
(BUSINESS FRANCHISE ACTIVITY – DEPARTMENT OF THE TREASURY)**

**AND**

The Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC) Program is a Government-wide program, sponsored by the Presidents Management Council, to provide administrative support services to participating agencies. The purpose of this Interagency Agreement is to provide for the management and operation of selected administrative services and for agency participation in the RMRC established at the Denver Federal Center, Denver, Colorado in accordance with the provisions of the National Cooperative Administrative Support Unit (CASU) Program Policies and Procedures issued by the National CASU Board of Directors.

This Interagency Agreement is authorized pursuant to authority of Section 403(f) of the Government Management Reform Act (GMRA) of 1944, Public Law 103-356.

### **1. SERVICES**

Services identified in Exhibit A are offered by the RMRC.

### **2. BILLING FOR SERVICES**

All RMRC costs are recovered through charges to the participating agencies. The charges are based on actual costs of providing the services. Total costs are billed at least monthly via the On-line Payment And Collection (OPAC) System, IMPAC Credit Card, or by SF1080. Supporting documentation for the billings will be provided upon request.

### **3. EVALUATION**

The RMRC Executive Committee shall evaluate the effectiveness and economy of the RMRC and the level of service delivery in relation to the performance specifications. A written report containing conclusions and recommendations shall be issued within thirty days of completion of the evaluation with copies to all participating agencies.

### **4. TERMINATION**

Member agencies may withdraw from participation in the RMRC by providing written notice. Notice of proposed withdrawal from membership shall be provided to the RMRC Executive Committee members.

## 5. OPERATING PROCEDURES

Implementation of operating procedures and performance standards for the services to be provided will be the responsibility of the RMRC Executive Director. All differences of opinion regarding services provided, performance, or operating procedures will be referred initially to the RMRC Executive Director. Differences regarding procedures and policies that apply to multiple agencies shall be referred to the RMRC Executive Committee for resolution.

## 6. TERM OF AGREEMENT

This agreement is effective immediately upon receipt of signed original and will remain in effect on the same terms and conditions until specific action is initiated under provisions of paragraph four above, or it is revised to provide for current conditions.

**This Interagency Agreement is executed on this date** \_\_\_\_\_

BETWEEN

Rocky Mountain Regional CASU  
P.O. Box 25305  
Denver, CO 80225  
303-236-1942  
Fax: 303-236-0016

By:

William R. Case  
Executive Director, RMRC

AND

By:

Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone and Fax

IA Agreement Number\_\_\_\_\_

## Agency Profile Sheet

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

(Person Who Would Sign Interagency Agreement)

Mailing Street Address\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**THE FOLLOWING CODES ARE REQUIRED--YOUR PAYING OFFICE SHOULD KNOW WHAT THEY ARE.**

Agency Location Code: \_\_\_\_\_

**FACTS DEPT ID** \_\_\_\_\_

(also known as the Trading Partner Code)

listing of codes is found at [www.rmrc.casu.gov/customers/tradingpartners.html](http://www.rmrc.casu.gov/customers/tradingpartners.html)

**FACTS BUREAU ID (Department of Treasury Bureaus Only)** \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

Accounts Payable Contact Phone Number: \_\_\_\_\_

Accounts Payable Contact Fax Number: \_\_\_\_\_

Accounts Payable Contact E-mail Address: \_\_\_\_\_

***EXHIBIT A***

**1. INTERAGENCY PROPERTY CENTER (available in Colorado only and you will be automatically charged per FTE per year if you indicate “yes”)**

Service related to receipt and disposal of excess personal property.

**2. WELLNESS CENTER (available at Denver Federal Center only)**

Centralized Wellness facility available to Federal Government employees, retirees, spouses, family members, and Government contractors.

**Listed below are services offered by RMRC place a check next to the services that you may be interest in. Your agency will not be billed for these services until they are used.**

**3. SECURED WAREHOUSE STORAGE (available in Colorado only)**

Space for copy and computer paper, interim files and records, accountable property. High security storage space also available.

**4. LABOR MOVING**

Service related to acquiring daily labor and moving services from local vendors.

**5. PAPER RECYCLING (available at Denver Federal Center only)**

Services provided by recycling contractor included: Recycling containers, pick-up filled containers as needed, on and off site shredding of privacy act information.

**6. SCRAP METAL RECYCLING (available at Denver Federal Center only)**

Scrap metal contractor to provide dumpster(s), pick-up filled dumpster(s) as needed at no cost to agencies.

**7. MAIL DELIVERY SERVICE AROUND DENVER FEDERAL CENTER  
(available at Denver Federal Center and vicinity only)**

Service related to picking up from, and returning mail to the DFC post office and delivering it to, and for, agency mailrooms on and around the DFC.

**8. INTERNAL MAIL DELIVERY (available at Denver Federal Center only)**

Service related to pick-up, break down, sorting and delivery of internal mail.

**9. CONTRACT SUPPORT / TEMPORARY HELP SERVICE**

Service to provide long / short term help from private sector sources, may include administrative, technical, professional. (Personal Services *excluded* from this contract)

**10. INTERPRETER SERVICE**

Service related to acquiring sign language interpreters for employees on an hourly basis.

**11. COPIER AND OFFICE EQUIPMENT PLACEMENT**

Service related to the acquisition and/or utilization of equipment (including supplies and maintenance), under the four tier Ricoh-FBA “All Products” Program.

**12. EEO FEDERAL SECTOR INVESTIGATIONS**

Service related to acquiring EEO investigations through the use of private sector investigators.

**13. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

National EAP Vendor provides services for employee and family counseling in a variety of subject areas.

**14. DOCUMENT IMAGING**

National contract to meet agency requirements for document scanning onto CD-ROM, microfilm processing, record protection systems, and centralized warehousing of data.

**15. COURT REPORTING**

National contract that provides court reporting services.